

LOCAL GRANT **SOURCES**

Community Development
Block Grants

Foundation & Association
Grants

Corporate Grants

COMMUNITY
DEVELOPMENT
BLOCK
GRANTS

County of San Bernardino
Department of Community Development and Housing
290 North "D" Street 6th Floor
San Bernardino, CA 92415
(909) 388-0800
<http://www.sbcounty.gov/ecd/>



CDBG Program

County of San Bernardino
Department of Community Development
and Housing

Thomas R. Laurin, Director

Community Development Division

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- *Project Implementation* managed by **Adolphus Okeke (388-0969)**
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 - Marcia Hawkins, Lloyd Dixon, Art Milian, Christney Barilla, Barbara Jackson and Irma Mishodek
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What is CDBG?

- Community Development Block Grant (CDBG)
- 1974 Federal Housing and Community Development Act
- Designed to enhance and maintain the viability of urban communities
- Goals: primarily for the benefit of low and moderate income persons
 - Decent Housing
 - Suitable Living Environments
 - Expanded Economic Opportunities

CDBG Program Objectives

- **Eligible Activities must meet one of the following CDBG national objectives;**
 - Principally Benefit low-and moderate-income persons
 - Aid in the elimination/prevention of slums and blight
 - Address an immediate threat to public health and safety

The 2005-06 Major Funding Sources Geographic Distribution of Funds for:

➤ Metropolitan Cities

- 11 Cities Receive Direct Funding From HUD:
 - San Bernardino, Ontario, Rancho Cucamonga, Fontana, Chino, Chino Hills, Rialto, Hesperia, Upland, Victorville, Apple Valley
- Total: \$16,138,415 at 64%

➤ Urban County

- Unincorporated Areas plus 13 Cooperating Cities
- Total: \$9,078,369 at 36%

There are 13 Cooperating Cities

- Adelanto
- Barstow
- Big Bear Lake
- Colton
- Grand Terrace
- Highland
- Loma Linda
- Montclair
- Needles
- Redlands
- Twentynine Palms
- Yucaipa
- Town of Yucca Valley

CDBG Project Eligibility

➤ Eligible Activities include:

- Property Acquisition for eligible use
- Construction and Rehabilitation of public facilities and parks
- Demolition and clearance of deteriorated buildings
- Removal of barriers that restrict the mobility of elderly and severely disabled adults (ADA)
- Special economic development activities
- Rehabilitation of existing housing

➤ **Eligible Activities are:**

- Community services for low-and moderate-income persons or households
 - Typical public service projects
 - Counseling
 - Education
 - Legal Aid Services
 - Senior Nutrition
 - Adult Literacy
 - Domestic Violence & Homeless Services
 - Youth Services

➤ **Ineligible Activities**

- Construction of religious facilities
- Construction of government buildings
- New housing construction
- Maintenance and operation expenses
- Political activities
- Religious proselytizing
- Fund raising

Low-and Moderate-Income

➤ **Area benefit:** Projects that benefit all residents in a Target Area; project service area **must contain at least 51% low-mod income persons**

- The census information is provided at the census tract and block group levels
- Each qualifying census block group has a low- and moderate-income household percentage of at least 51 percent, and are referred to as CDBG Target Areas
- CDH has target area maps available

➤ **Direct benefit:** income qualifying; **at least 51% of clients must be low-mod income**

- A low- and moderate-income person means a member of a family having an income equal to or less than the Section 8 low-income limit established by HUD
- In general this income limit is 80% of the County Median income, adjusted for family size
- For 2005, HUD has defined a low- and moderate-income family of four at \$44,550 maximum income

- **Presumed benefit:** severely disabled adults, seniors, homeless, battered spouses, abused children, illiterate adults, persons living with AIDS, and migrant farm workers
(No income qualifications required for clients in these groups. **However, counts by income and ethnicity still required.**)

Program Public Service Cap

- HUD limits public service funding to 15% of the County's annual CDBG entitlement
- Public services include direct benefit qualifying services, and graffiti and blight abatement
- Each city is authorized a public service limit amount equaling 15% of their annual allocation
- Public services have been fully funded at the 15% cap for the past seven years
- For 2005, the 15% cap was \$1,361,755 for about 100 public service programs

CDBG Application Process

- **Types of applications**
 - **Public Service Program Proposal**
 - Community services and training programs
 - **Construction and Other Community Improvements Project Proposal**
 - Public facility construction/improvements
 - Street, sidewalk, parking and drainage improvements
 - Park/recreational facility improvements

Benefit Areas

- **Geographic area(s) to be served by proposed project must be determined**
- **County CDBG funding can only be allocated to benefit residents of cooperating cities or unincorporated areas**
- **Minimum request of \$5,000 per city or unincorporated community to be served**

Insurance Coverage

- **Types of insurance required for Public Service projects**
 - Workers compensation
 - General Liability
 - Automobile Liability
 - Errors and Omissions or Professional Liability

Funding Process Time Line

October - December	CDH issues a request for project proposals through countywide advertisements and notifications
Early December 2006	Applications are due for submittal to CDH
December through Late February	CDH evaluates eligibility of proposals
Late January through Early February	Eligible proposals are forwarded to the cities indicated on the proposals. Proponents may contact cities and speak at city hearings
March	Cities submit their funding
March	Eligible proposals are forwarded to supervisorial district staff for review and consultation with CDH
March through Early April	CDH compiles funding recommendations into Proposed Plan
Early April	Proposed Plan is presented to the Board of Supervisors and proponents may speak at a CDBG public hearing
Mid-April	Final revisions are made to Plan for approval by the Board of Supervisors
Mid-April through Mid-May	Consolidated Plan is put in final HUD format and applicants notified
End of May	Final Plan is submitted to HUD as County application for funds
July	Funding becomes available for contracting with subrecipient agencies.*
<ul style="list-style-type: none"> • Monies expended prior to the effective date of county contract cannot be reimbursed with CDBG funds. Please ensure that no funds are expended prior to contract approval. 	

Performance Measurement

➤ Outcome Measurement System

- 4 Steps to define the proposal outcome statement**
 - **Select Objective(s)**
 - Suitable Living Environment
 - Decent Housing
 - Economic Opportunity
 - **Determine Outcome(s)**
 - Availability/ Accessibility
 - Affordability
 - Sustainability
 - **Determine Quantifiable Indicators of Performance**
 - **Put these together into an outcome statement**

Performance Measurement - Selecting an Objective

- **Suitable Living Environment** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment
- **Suitable Living Environment includes:**
 - Improving the safety and livability of neighborhoods
 - Increasing access to quality public and private facilities and services
 - Reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods
 - Restoring and preserving properties of historic, architectural or aesthetic value
 - Conservation of energy resources
- **Decent Housing** focuses on housing programs where the purpose is to meet individual family needs.
- **Decent Housing includes:**
 - Assisting homeless persons obtain affordable housing
 - Assisting persons at risk of becoming homeless
 - Retention of affordable housing stock
 - Increase the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability
 - Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence
 - Providing affordable housing that is accessible to job opportunities

Expanded Economic Opportunities applies to the types of activities related to economic development, commercial revitalization, or job creation.

➤ **Expanded Economic Opportunities** includes:

- Job creation and retention
- Establishment, stabilization and expansion of small businesses (including micro-businesses)
- Provision of public services concerned with employment
- Provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan
- Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices
- Access to capital and credit for development activities that promote the long-term economic and social viability of the community
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing

Performance Measurement - Determining an Outcome

- **Improved Availability/Accessibility**
 - Make services, infrastructure, housing or shelter available to LMI and disabled persons
 - Example: providing clean water where none existed before
- **Affordability**
 - Makes an activity more affordable for LMI persons
 - Example: providing transportation to LMI persons
- **Sustainability:**
 - Using resources in a targeted area to help make that area more livable or viable by activities that provide benefit to LMI persons or by removing or eliminating slums or blighted areas
 - Example: a downtown improvement in a LMI community

➤ **Determine Quantifiable Indicators of Performance**

- **Sample Indicators:**

Performance Measurement - Develop the Outcome Statement

- **Indicator (quantified) + Outcome + Your Activity Description + Objective (goals)**

➤ **Samples**

- **15 disabled persons will have affordable access to learn swimming and water safety for the purpose of creating suitable living environments**
- **2,000 homeless persons will have new access to shelter for the purpose of creating decent affordable housing**
- **25 L/M people will have access to new jobs through job skills training creating economic opportunity**
- **The North Norton Community Center sustainability will be improved by the construction of roof and canopy replacement for the purpose of creating suitable living environments**

Project Implementation

- Notification of Funding
- CDBG Contracts written and signed
- Reimbursement Claims and Payments
- Monthly Program Progress Reports
- Program Monitoring
- Annual Report

Helpful Web Sites

- County of San Bernardino, Department of Community Development and Housing
 - <http://www.sbcounty.gov/ecd/>
- HUD Faith Based Initiatives
 - <http://www.hud.gov/initiatives/fbci/>
- CDBG Program - Code of Federal Regulations - PART 570-- Community Development Block Grants
 - <http://www.hud.gov/offices/cpd/lawsregs/>
- HUD, Getting Started as a Nonprofit Organization
 - <http://www.hud.gov/local/shared/working/faithbased/r9/nonprofit.cfm?STATE=ca>
- California Business Portal
 - <http://www.ss.ca.gov/business/business.htm>

COUNTY OF SAN BERNARDINO
DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING

2006-2007 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

- PUBLIC SERVICE PROGRAM PROPOSAL -

Public service programs involve the use of CDBG funds to pay the non-construction costs of providing new or expanded services such as: graffiti removal, social services, transportation services (in support of qualified social services); employment, housing, legal, health and education services; and blight abatement. Please note that federal regulations limit the use of CDBG funds for public services to 15 percent of the County's grant.

Important: The U.S. Department of Housing and Urban Development (HUD) notified the County that the costs associated with subrecipient oversight of small grants far exceed the actual grant award. HUD recommended that the County increase the minimum grant awards in order to justify the administrative burden. Consequently, CDH strongly encourages CDBG awards of \$5,000 or more per city or unincorporated community to be served, and will use this grant minimum in making its recommendations for approved projects. See page 5 of 6 for more details.

Carefully read through the instructions and proposal forms. Answer all questions, which are applicable to your project, as specifically and completely as possible. If more space is needed, attach separate sheets.

TYPE OR PRINT

RESET FORM

A. APPLICANT INFORMATION

- 1) Name of Applicant Organization: _____

- 2) Mailing Address: _____
_____ Zip: _____
- 3) Contact Person: _____
- 4) Title: _____
- 5) Phone: _____ FAX: _____
- 6) E-mail Address: _____

B. PROJECT DESCRIPTION

- 1) Using 25 words or less, provide a concise description of the proposed program. **This 25-word description is required in order for this application to be considered complete.** Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on Attachment A, page 6 of 6.

2006-07 PUBLIC SERVICE PROGRAM PROPOSAL

C. PROJECT CHARACTERISTICS

- 1) Street address and nearest cross streets of the site or office where the program will be carried out:

- 2) Legal property owner: _____
- 3) Local zoning restrictions that would affect the program: _____

- 4) Conditional use permit required? Yes ☐ No ☐
If yes, attach a copy of the permit. If no, explain why. _____

- 5) Describe of the community need(s) addressed by this proposal: _____

- 6) Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):

- 7) Estimated number of people to be served: _____
- 8) The proposed Community Service would be provided to: (Please click the one which most applies)
- | | |
|--|---|
| <input type="checkbox"/> Low-and moderate-income persons or households | <input type="checkbox"/> Battered spouses |
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Handicapped persons | <input type="checkbox"/> Migrant farm workers |
| <input type="checkbox"/> Illiterate persons | <input type="checkbox"/> Elderly persons |
- 9) Corporate name and non-profit corporation status of the non-profit organization proposed to receive CDBG funds or CDBG funded assets, in order to provide the proposed service (CDBG subrecipients must be incorporated public or private non-profit organizations):

- 10) Federal I.D. Number or Social Security Number of the non-profit organization:

- 11) Is this a "faith-based" organization? *Yes ☐ or No ☐

*Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

D. PERFORMANCE OUTCOME MEASUREMENT

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one or more box under the following program performance categories, that apply to your proposal.

1) Availability/Accessibility

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low- and moderate-income people, including persons with disabilities.

- ☐ Enhances the Living Environment through New/Improved Accessibility
- ☐ Creates Decent Housing with New/Improved Availability
- ☐ Promotes Economic Opportunity Through New/Improved Accessibility

2) Affordability

This category applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

- ☐ Enhances the Living Environment through New/Improved Affordability
- ☐ Creates Decent Housing with New/Improved Affordability
- ☐ Promotes Economic Opportunity Through New/Improved Affordability

3) Promoting Livable or Viable Communities

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- ☐ Enhances the Living Environment through New/Improved Sustainability
- ☐ Creates Decent Housing with New/Improved Sustainability
- ☐ Promotes Economic Opportunity Through New/Improved Sustainability

4) Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

2006-07 PUBLIC SERVICE PROGRAM PROPOSAL

E. PROJECT BUDGET

	<u>County CDBG Share</u>	<u>Other Sources</u>
Personnel	_____	_____
Equipment	_____	_____
Consultant Services	_____	_____
Space Rent	_____	_____
Audits	_____	_____
Other	_____	_____
Total Costs	_____ \$ 0	_____ \$ 0

Grand Total (CDBG + Other) _____ \$ 0

Estimator (name and title): _____

F. AMOUNT OF CDBG FUNDS REQUESTED

- 1) Amount of CDBG funds requested in this application:

(Equals Total County CDBG Share, Above) _____

- 2) Additional funds to be provided by Other Source(s) for this project. The date that the Other Source(s) of funds have been or will be awarded and available, must be stated below:

Source(s): _____

Award Date: _____ Date Available: _____

Source(s): _____

Award Date: _____ Date Available: _____

Source(s): _____

Award Date: _____ Date Available: _____

Total (Should Equal Section E "Other Sources") _____ \$ 0

- 3) Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant agency. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability and Automobile Liability, and Professional Liability will be required before CDBG funds can be made available to approved projects.

Name: _____ Phone: _____

Signature: _____ Date: _____

2006-07 PUBLIC SERVICE PROGRAM PROPOSAL

G. **BENEFIT AREAS**

This section requires a break down of the requested CDBG funds according to the geographic area to be covered by the proposed public service. Only enter amounts for communities where you intend to provide primary service. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one areas. **Each requested amount must be \$5,000 or greater and must be sufficient to provide the service within the identified city or unincorporated region.**

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed service would include one or more of the following cities. If the service would provide predominate or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed service to each applicable city. Sub-total your entries below.

	<u>Amount Requested</u>		<u>Amount Requested</u>
Adelanto	_____	Montclair	_____
Barstow	_____	Needles	_____
Big Bear Lake	_____	Redlands	_____
Colton	_____	Twentynine Palms	_____
Grand Terrace	_____	Yucaipa	_____
Highland	_____	Town of Yucca Valley	_____
Loma Linda	_____		

Funds Benefiting Cooperating Cities:

Sub-total \$0

- 2) **Unincorporated Regions:** The following regions contain unincorporated areas covered by the County CDBG program. Please determine if the primary service area for your proposed project includes one or more of the following unincorporated areas. Check off the applicable community or communities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable unincorporated area. Sub-total your entries below.

	<u>Amount Requested</u>
<input type="checkbox"/> Searles Valley and vicinity (in the First District)	_____
<input type="checkbox"/> Hinkley/Lenwood <input type="checkbox"/> Newberry Springs <input type="checkbox"/> Baker / vicinity (in the First District)	_____
<input type="checkbox"/> Wonder Valley <input type="checkbox"/> Colorado River areas (in the First District)	_____
<input type="checkbox"/> Oro Grande <input type="checkbox"/> other unincorporated Victor Valley areas (in the First District)	_____
<input type="checkbox"/> Phelan/Pinon Hills <input type="checkbox"/> El Mirage <input type="checkbox"/> Wrightwood / vicinity (in the First District)	_____
<input type="checkbox"/> Lucerne Valley and vicinity (in the First District)	_____
<input type="checkbox"/> Crestline/Cedarpines Park (in the Second District)	_____
<input type="checkbox"/> West Fontana <input type="checkbox"/> Lytle Creek <input type="checkbox"/> Devore (in the Second District)	_____
<input type="checkbox"/> Johnson Valley <input type="checkbox"/> Landers <input type="checkbox"/> Morongo Valley / vicinity (in the Third District)	_____
<input type="checkbox"/> Joshua Tree and areas to the north and east (in the Third District)	_____
<input type="checkbox"/> Lake Arrowhead <input type="checkbox"/> Running Springs <input type="checkbox"/> Big Bear Valley (in the Third District)	_____
<input type="checkbox"/> Bryn Mawr <input type="checkbox"/> Del Rosa <input type="checkbox"/> Mentone (in the Third District)	_____
<input type="checkbox"/> South Montclair <input type="checkbox"/> Northwest Chino (in the Fourth District)	_____
<input type="checkbox"/> Muscoy <input type="checkbox"/> North Norton <input type="checkbox"/> Bloomington (in the Fifth District)	_____
<input type="checkbox"/> Arrowhead Suburban Farms (in the Fifth District)	_____
Other, Please specify _____	_____

Funds Benefiting Unincorporated Regions:

Sub-total \$0

- 3) **Total Funds:** The total amount of CDBG funds requested in Section G, (Cooperating Cities + Unincorporated Regions). This amount must equal the amount of CDBG funds requested in this application on Line 1 in Section F.

Total Funds (or countywide amount) Requested _____

DETAILED PROJECT DESCRIPTION

(Continuation of Section B, Project Description, Page 1 of 6)

Within the space provided on this page, provide detailed information needed to fully describe the proposed public service, its purpose and its beneficiaries. Please attach applicable maps, plans and brochures.

PLEASE SUBMIT ONE PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO: County of San Bernardino, Department of Community Development and Housing, 290 North "D" Street, Sixth Floor, San Bernardino, CA 92415-0040, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this proposal, call (909) 388-0959. FAX (909) 388-0929.

This application form can be accessed in PDF form on CDH's Web Page at:
<http://www.sbcounty.gov/ecd/community/CDBGProjPropAppPkg.htm>

comdev/consolidated plan/2006-2007/CDBG Application text/
10/05/05/mh

Frequently Asked Questions (of the 2006-2007 Public Service Program Proposal Application)

➤ A. APPLICANT INFORMATION

- Q. Should I use the organization's name that is currently registered with the Secretary of State, in the State of California or the name we are known by in the community?
- A. Use the organization name that is registered with the Secretary of State.

- Q. If our organization has a consultant completing the application, who is the contact person?
- A. The Executive Director, CEO, Grant Coordinator, or the person responsible for the organization's day to day operations.

➤ B. PROJECT DESCRIPTION

- Q. How can I describe my project in 25 words or less?
- A. Name your project using one introductory phrase that includes the following:
 - Who will provide the services.
 - What are the services being provided (just for the CDBG portion).
 - Where will they be provided and for whom.
 - How do the services meet the national CDBG objectives.*Example: "Helping Hands" program to provide home repair services for low/mod seniors, by Operation Share the Land, Montclair.*

➤ C. PROJECT CHARACTERISTICS

- Q. Why does the County need to know the legal property owner?
- A. To assist with zoning restrictions, conditional use permit and insurance verifications, and to determine who the CDBG contract would include.

- Q. Who do we check with regarding local zoning restrictions and conditional use permits?
- A. With your local city planning department, or if you are in the unincorporated area of the County, then the San Bernardino County Land Use Services Department, Planning Division.

- Q. Are maps necessary?
- A. No, although they can provide a visual reference for the area that you serve.

- Q. I do not know the number of people that will be served.
- A. Estimate this based on the need and costs to serve. Also, ask several like-organizations in other areas how they estimated the number. This is a very critical question that needs an answer. Your data is used in a major plan that is submitted by the County to HUD every year.

- Q. May we mark more than one type of client we serve?
- A. Try to identify the most applicable.

- Q. Where do we find our non-profit organization status?
- A. Refer to your Articles of Incorporation copy that you received from the Secretary of State in the State of California. Also, the IRS letter stating your Federal ID number is a good source.

- Q. Is an employer ID number the same as a Federal Tax ID number?
- A. Yes, an employer identification number, or EIN, is also known as a taxpayer identification number, or TIN. A sole proprietorship that has no employees and files no excise or pension tax returns and a LLC with a single owner (where the owner will file employment tax returns) are the only businesses that do not need an employer identification number. In these instances, the sole proprietor uses his or her social security number as the taxpayer identification number.

- Q. Why is HUD interested in whether or not our organization is “faith-based”?
- A. President Bush created the White House Office of Faith-Based and Community Initiatives and Centers for Faith-Based and Community Initiatives in ten Federal agencies, including HUD, to lead a determined effort to meet social needs by supporting and expanding the role of FBCOs in providing social services. Federal funds should be awarded to the most effective organizations – whether public or private, large or small, faith-based or secular – and all must be allowed to compete on a level playing field.

➤ **E. PROJECT BUDGET**

- Q. Is the project budget for our entire program or just the program(s) that involve CDBG funds?
- A. It is for the specific program that will involve CDBG funds, Remember to estimate budget amounts in all of the line items that are applicable. Perhaps a portion of the overall budget would be used for just the CDBG program.

- Q. Should we include all of our other sources?
- A. No, only the other sources that would be allocated to the program for which CDBG funds will be used.

➤ **F. AMOUNT OF CDBG FUNDS REQUESTED**

- Q. Should we include in other sources, our donations and fundraising amounts? What do we put in the blanks for Award Date and Date Available?
- A. Yes, include in other sources, donations and fundraising amounts. Also, include all of your other grants that either you have been awarded or awaiting a decision on a grant.

- Q. Should we include a current CDBG amount in other sources?
- A. No.

➤ F. AMOUNT OF CDBG FUNDS REQUESTED

- Q. Is a consultant or grant writer authorized to sign on behalf of the agency?
- A. The person signing should be the responsible entity for the agency. An example would be the Executive Director, President of the Board of Directors, Corporate Executive Officer, Pastor or Clergy,

- Q. Should we have Insurance before we submit a CDBG Project Proposal?
- A. No, Insurance coverage does not have to be in place when a CDBG Proposal is submitted. However if your proposal received a CDBG allocation, the analyst assigned to you will review the specific types of insurance required for your project before the contract is prepared.

➤ G. BENEFIT AREAS

- Q. We serve persons in the unincorporated area of the County. Yet, the city where our office is located is not listed, why not?
- A. In section 1.-only cooperating cities are listed. These cities participate as cooperating cities in the County's CDBG program. If you do not provide services to any of these cities, then skip to the Unincorporated Regions in section 2.
Hint - A city that is not listed, probably has its own CDBG program and contacting them for their application is an added option.

- Q. Is it possible to ask for an amount of funds from more that one cooperating city?
- A. Yes.

➤ G. BENEFIT AREAS

- Q. Can we identify multiple areas in a Supervisorial District and can we select more than one District if we propose to provide services in those Districts?
- A. Yes. Remember the requested amount must be \$5,000 minimum for each unincorporated region. If the different service areas are away from each other in different Supervisorial District, you should submit separate applications, one for each contiguous service area.
- Q. Is there a limit on how much we can request?
- A. There is no specific maximum amount. The amount requested will vary depending on how much is needed to fully fund the project. Remember that the 2005-06 public service limit for the County's unincorporated supervisorial districts and the cooperating cities the for approximately 100 projects was \$1,361,755.

➤ **G. DETAILED PROJECT DESCRIPTION**

- Q. What should we include in our project description?
- A. Convey your organization's background, qualifications, and experience information. The detailed portion of project description should include the following:
 - Describe the service that will be provided, is it a new program or an expansion on an existing one?
 - How and where will the organization provide the service?
 - Who will be served, and how will the service meet their needs?
 - Are there other groups or agencies you will partner with?
 - Approximately how many will be served?
 - What city or cities and/or what unincorporated areas will be served?